ESS Submit Leave Request

Purpose

Use this procedure to submit a leave request to your supervisor.

Leave may be submitted up to 30 days after it was taken (past), or up to 12 months in advance of taking it (future). For anything prior to that contact your payroll or time and attendance office for assistance.

It is recommended that you view your available leave balances prior to submitting a leave request, use the procedure "Read Leave Balances."

If you need to change or delete a leave request, use the procedure "Change/Delete Leave Request."

⚠ **Read the following scenarios to determine how to submit a leave request. These examples are based on a work schedule of M-F, 8am to 5pm.**

Scenario one (consecutive full shifts): John is taking three days of leave (24 hours). Since the timeframe covers his *entire work schedule* over the three days, John will submit one leave request.

Scenario two (multiple partial shifts): John left work at 4pm on Wednesday and returned to work at 9am on Thursday. The total amount of leave taken is two hours. Since the time crosses over two days, but *is not for the entire shift*, John will need to submit two leave requests.

Scenario three (scheduled work hours): John is taking two hours of sick leave and using two hours of compensatory time on the same date. Since John is using two different types of leave he will need to submit two leave requests. ESS will provide an error message if the combined time of the leave slips exceed John's scheduled work hours for that day.

Helpful Hints

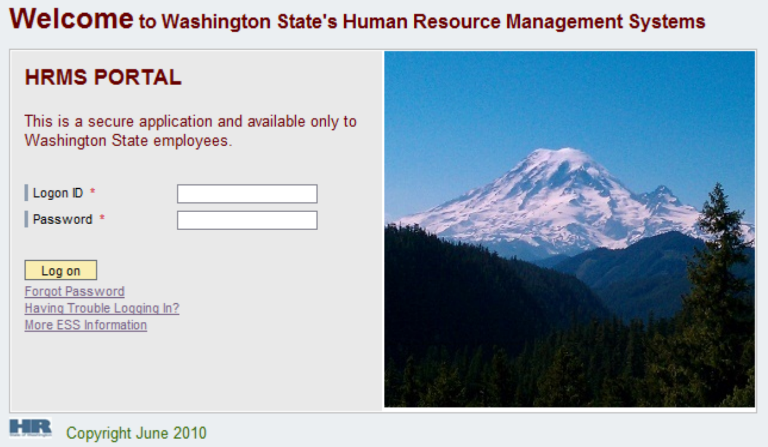
ℹ Employee Self Service is available to employees who are paid through the State of Washington's central payroll system. ESS does not apply to employees of higher education institutions.

ℹ You can go directly to the portal from any supported internet browser by entering this web address: https://wahrms.wa.gov. Depending on your operating system, the supported browsers are: Microsoft Internet Explorer 6, 7 or 8 and Mozilla Firefox 3.6. Other browsers may work, but they are not supported.

ℹ When Department of Personnel is processing payroll you may receive a "System unavailable, please try again in 1 hour." error. If you receive this message during the noon hour, wait about 15 minutes and try your request again. If any other time, it could take up to an hour before you are able to submit your leave request.

Procedure

1. Start all ESS actions by logging into the Washington State HRMS Portal.



Welcome to Washington State's Human Resource Management Systems

HRMS PORTAL

This is a secure application and available only to Washington State employees.

Logon ID *
Password *
Log on
Forgot Password
Having Trouble Logging In?
More ESS Information

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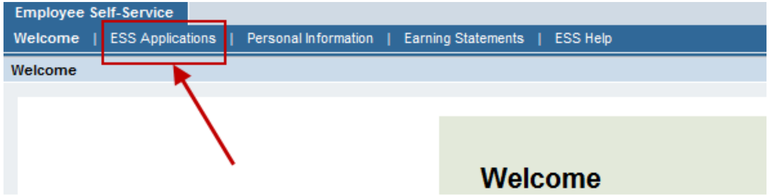
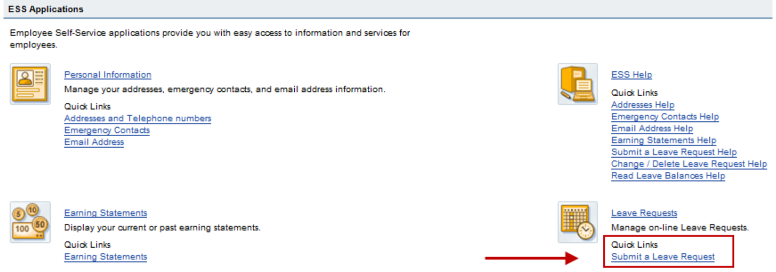
For help logging in see the “Logging In” procedure.

2. Start the action by clicking on the **ESS Applications** tab.



Employee Self-Service
Welcome | ESS Applications | Personal Information | Earning Statements | ESS Help
Welcome
Welcome

3. Click on the **Submit a Leave Request** quick link.



ESS Applications

Employee Self-Service applications provide you with easy access to information and services for employees.

Personal Information
Manage your addresses, emergency contacts, and email address information.
Quick Links
Addresses and Telephone numbers
Emergency Contacts
Email Address

ESS Help
Quick Links
Addresses Help
Emergency Contacts Help
Email Address Help
Earning Statements Help
Submit a Leave Request Help
Change / Delete Leave Request Help
Read Leave Balances Help

Earning Statements
Display your current or past earning statements.
Quick Links
Earning Statements

Leave Requests
Manage on-line Leave Requests.
Quick Links
Submit a Leave Request

4. **Display and Edit**
   Complete the following fields on the **Leave Request** page.

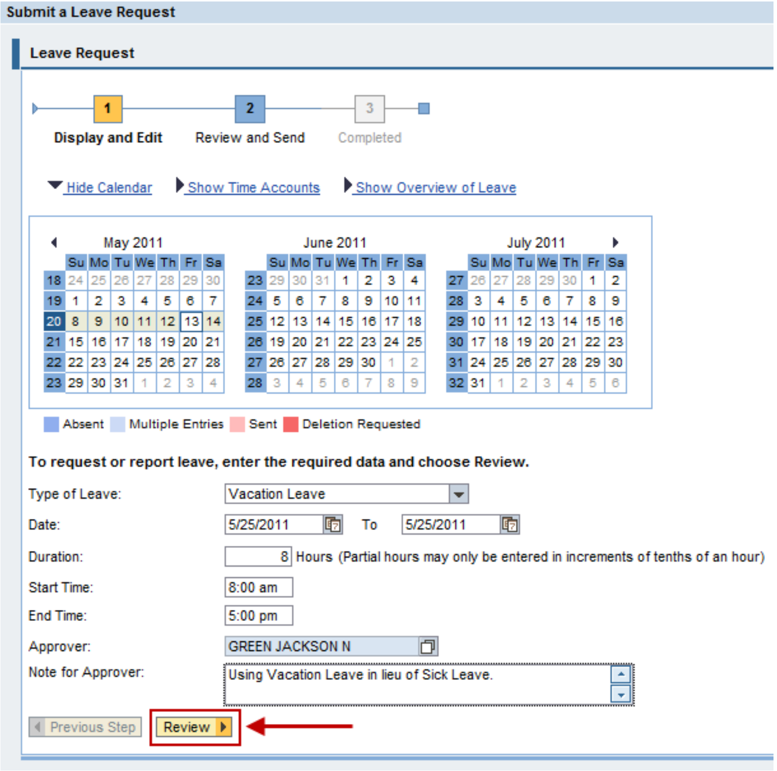
Important Notice about employee’s with a 24/7 work schedule. They **MUST** submit

SEPARATE REQUESTS for **EACH DAY** of leave taken. If a single request for multiple days is submitted, ESS will display the error “A separate leave request is required for each day.”

<table>
<tr><th colspan="3">R=Required Entry O=Optional Entry C=Conditional Entry</th></tr>
<tr><th>Field Name</th><th>R/O/C</th><th>Description</th></tr>
<tr><td>Type of Leave</td><td>R</td><td>Type of leave the employee is requesting.
⚠ Remember to follow your agency’s leave procedure when submitting a request. Consult with your Human Resources office or Supervisor when using Shared Leave or Leave Without Pay.
Example: Vacation Leave</td></tr>
<tr><td>Date</td><td>R</td><td>Enter the date for which leave begins.
Example: 05/25/2011</td></tr>
<tr><td>To</td><td>R</td><td>Enter the date for which leave ends.
⚠ See the scenarios at the beginning of the procedure to determine when you should submit a single or multiple leave requests. The leave request may not exceed your scheduled work hours.
Example: 05/25/2011</td></tr>
<tr><td>Duration</td><td>R</td><td>Enter the number of hours or partial hours of leave taken.
<table>
<tr><th>Minutes</th><th>Tenths</th></tr>
<tr><td>1-6</td><td>.1</td></tr>
<tr><td>7-12</td><td>.2</td></tr>
<tr><td>13-18</td><td>.3</td></tr>
<tr><td>19-24</td><td>.4</td></tr>
<tr><td>25-30</td><td>.5</td></tr>
<tr><td>31-36</td><td>.6</td></tr>
<tr><td>37-42</td><td>.7</td></tr>
<tr><td>43-48</td><td>.8</td></tr>
<tr><td>49-54</td><td>.9</td></tr>
<tr><td>55-60</td><td>1.0</td></tr>
</table>
❌

If submitting a leave request that exceeds scheduled workhours an error message will display.
If submitting a leave slip for one day, the hours entered here will be accepted as keyed as long as they do not exceed your scheduled work hours for that day.
Employee’s with a 24/7 work schedule MUST submit
</td></tr>
</table>

		SEPARATE REQUESTS for **EACH DAY** of leave taken. If a single request for multiple days is submitted, ESS will display the error "A separate leave request is required for each day." **Example:** 8
Start Time	R	The start time of the leave taken. **Example:** 8:00 AM
End Time	R	The end time of the leave taken. **Example:** 5:00 PM
Approver	R	Your approver will automatically be populated in this field. You cannot change this field. **Example:** Green, Jackson
Note for Approver	O	Additional text the approver may require. ⓘ A note is not required. **Example:** Taking a vacation day.



Submit a Leave Request

Leave Request

1 Display and Edit
2 Review and Send
3 Completed
Hide Calendar
Show Time Accounts
Show Overview of Leave

May 2011

	Su	Mo	Tu	We	Th	Fr	Sa
18	24	25	26	27	28	29	30
19	1	2	3	4	5	6	7
20	8	9	10	11	12	13	14
21	15	16	17	18	19	20	21
22	22	23	24	25	26	27	28
23	29	30	31	1	2	3	4

June 2011

	Su	Mo	Tu	We	Th	Fr	Sa
23	29	30	31	1	2	3	4
24	5	6	7	8	9	10	11
25	12	13	14	15	16	17	18
26	19	20	21	22	23	24	25
27	26	27	28	29	30	1	2
28	3	4	5	6	7	8	9

July 2011

	Su	Mo	Tu	We	Th	Fr	Sa
27	26	27	28	29	30	1	2
28	3	4	5	6	7	8	9
29	10	11	12	13	14	15	16
30	17	18	19	20	21	22	23
31	24	25	26	27	28	29	30
32	31	1	2	3	4	5	6

Absent
Multiple Entries
Sent
Deletion Requested

To request or report leave, enter the required data and choose Review.

Type of Leave: Vacation Leave

Date: 5/25/2011 To 5/25/2011

Duration: 8 Hours (Partial hours may only be entered in increments of tenths of an hour)

Start Time: 8:00 am

End Time: 5:00 pm

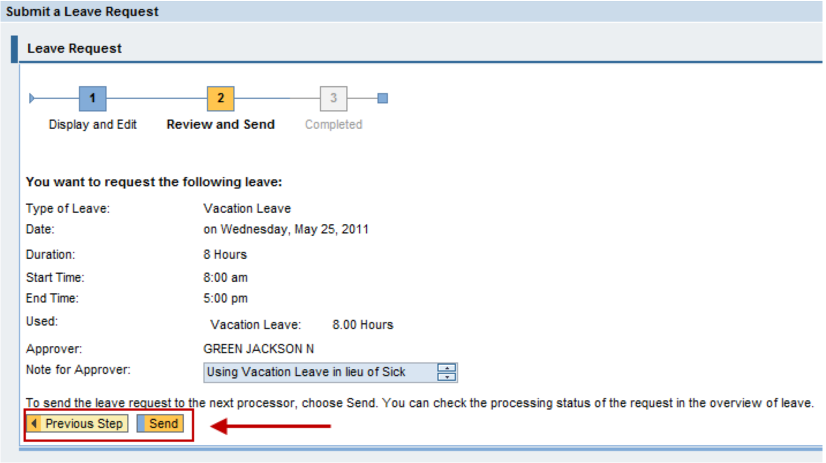
Approver: GREEN JACKSON N

Note for Approver: Using Vacation Leave in lieu of Sick Leave.

Previous Step
Review

Click the **Review** button when completed.

5. **Review and Send**
   Review the entries made to ensure they correctly reflect your intended request. If you need to make a correction, click the **Previous Step** button.
   If everything is correct, click the **Send** button.
   ⚠ If you do not click the send button the request will not be saved.

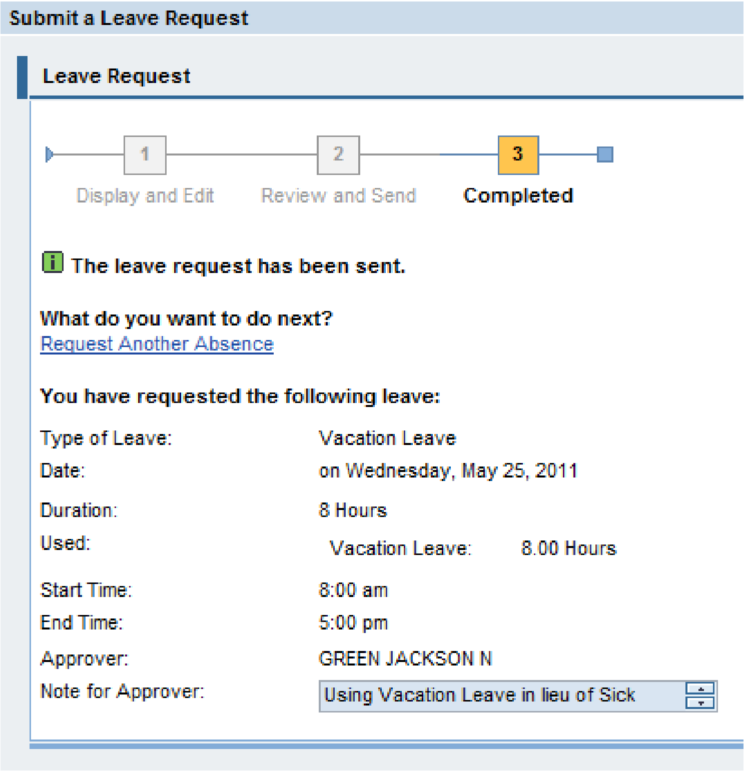

Submit a Leave Request
Leave Request
1
Display and Edit
2
Review and Send
3
Completed
Previous Step
Send

You want to request the following leave:

Type of Leave: Vacation Leave
Date: on Wednesday, May 25, 2011
Duration: 8 Hours
Start Time: 8:00 am
End Time: 5:00 pm
Used: Vacation Leave: 8.00 Hours
Approver: GREEN JACKSON N
Note for Approver: Using Vacation Leave in lieu of Sick

To send the leave request to the next processor, choose Send. You can check the processing status of the request in the overview of leave.

6. **Completed**
   You have submitted your Leave Request.



Submit a Leave Request

Leave Request

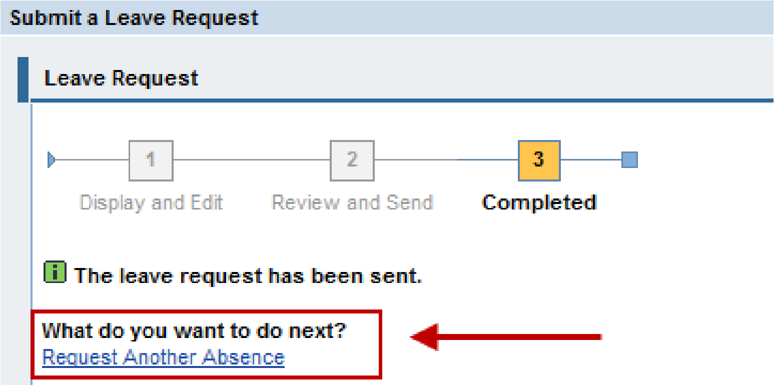
The leave request has been sent.

What do you want to do next?
Request Another Absence

You have requested the following leave:

Type of Leave:	Vacation Leave
Date:	on Wednesday, May 25, 2011
Duration:	8 Hours
Used:	Vacation Leave: 8.00 Hours
Start Time:	8:00 am
End Time:	5:00 pm
Approver:	GREEN JACKSON N
Note for Approver:	Using Vacation Leave in lieu of Sick

7. You have completed the action. If you want to request another absence, click the **Request Another Absence** link or **Log-off** of ESS.



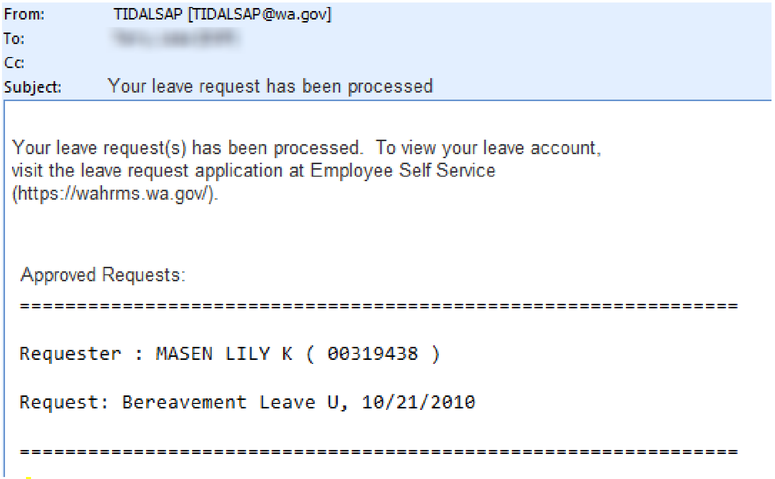
Submit a Leave Request

Leave Request

The leave request has been sent.

What do you want to do next?
Request Another Absence

After your leave request has been approved it will be posted to the state's payroll system (HRMS). Department of Personnel processes leave requests every 15 minutes and uses the employee's work email account to send a notification whether the request was approved or rejected.



From: TIDALSAP [TIDALSAP@wa.gov]
To: [redacted]
Cc:
Subject: Your leave request has been processed

Your leave request(s) has been processed. To view your leave account, visit the leave request application at Employee Self Service (https://wahrms.wa.gov/).

Approved Requests:

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Requester : MASEN LILY K ( 00319438 )

Request: Bereavement Leave U, 10/21/2010

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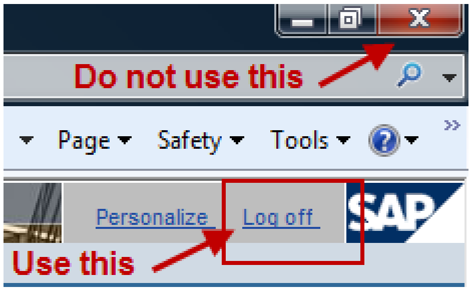Logging out correctly is important. When you are done working in ESS, exit the program by clicking on the **"*Log off*"** link in the upper right-hand corner of any screen. This permits the web browser to shutdown securely, protecting your personal information. **DO NOT** shutdown ESS by clicking on the **"*Close* X"** in the upper right-hand corner of the screen. This does not close your session down securely.